

**FORM OF A MOTION TO AMEND  
AND ITS SUPPORTING DOCUMENTATION**

A party who moves to amend a pleading must describe the type of the proposed amended pleading in the motion (i.e., motion to amend answer, motion to amend counterclaim). Any amendment to a pleading, whether filed as a matter of course or upon a motion to amend, must reproduce the entire pleading as amended. The proposed amended pleading must be submitted at the time of filing a motion to amend.

In addition, any motion to amend a pleading must be accompanied by a version of the proposed amended pleading that shows – through redlining, underlining, strikeouts, or other similarly effective methods – how the proposed amended pleading differs from the operative pleading; provided, however, that pro se litigants shall be exempted from this requirement.

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**RELATED AUTHORITY**

Fed. R. Civ. P. 15(a)(d)

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